

The Department of Early Childhood Education (DECE) will hire a Federal Grants Manager to oversee federal grant processes.

The Roles & Responsibilities are listed below but do not include all duties that may be expected of the position.

1. Coordinates the planning and preparation of federal grant applications for all departments; provides guidance and assistance to internal directors in the full cycle of the process.
2. Oversee and supervise development, implementation, and evaluation of all federal grants and maintain a current list of all existing federal grants.
3. Create systems of accountability for measuring grant performance outcomes and create metrics to monitor grant progress and prepare all annual reports for Secretary review and signature.
4. Serves as a liaison between directors, grantees and all parties involved in ensuring grant process is opened, monitored, and closed in accordance with its requirements.
5. Prepares and compiles all components of each grant process, ensuring that the proposal funding opportunities and all steps are completed in a timely manner.
6. Advises and/or assists as appropriate in the design, formatting, and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.
7. Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.
8. Provides advice and guidance to directors on the process of grant funding policies, regulations, and procedures.
9. Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.
10. Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes, and on the impact of changes on funded operations.
11. Seek out potential grant opportunities for ADECE and present to Secretary for approval to apply. Once approved, lead the application process.
12. Performs miscellaneous job-related duties as assigned.

This position requires meeting the qualifications for the Federal Grant Project Analyst (11906) or Education Specialist (30122) and will be based in the Montgomery office. Other classifications will be considered if candidates meet requirements. Applicants will not be scheduled for interviews until they are on the State Personnel register for either classification.

Please submit interest with a copy of your resume to:

Tammy Gibson, Personnel Director
tammy.gibson@ece.alabama.gov